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ASSISTANT TO THE EXECUTIVE

I. PURPOSE

The Assistant to the Executive will advise the Executive on general Agency efficiency, organization structure, functions, manpower requirements and administrative procedures of all components of the Agency.

II. FUNCTIONS

The Assistant to the Executive shall:

A. Review Agency activities as directed, and recommend to the Executive:

1. The establishment or improvement of organizational structure and functional responsibilities.
2. Manpower requirements.
3. Tables of organization and changes thereto.
4. Adoption of improved techniques and equipment.
5. Agency-wide forms and administrative publications control.
6. Uniform reporting systems.
7. Improved programs, methods and procedures to increase efficiency.

B. Assist in preparation of Agency budget estimates and the preparation and implementation of the annual Agency management improvement program.

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